This report provides a sum of employees by a given organizational unit based on which counties they work and/or live in.

1. From the main screen, type transaction code: **ZPAR049**.

2. Click the **Enter** button ✔ or press **Enter** to continue.

3. *Org Structure* – Choose the appropriate organizational structure from the selection tree.

4. *Reporting Period* – Choose a period from the list.

5. Click the **Execute** icon ⏱ or press **F8** to execute the report.

ZPAR049 - County by County Summary Report

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Period	
Reporting Period	Today ▼ 🗗

Selection Criteria

Personnel Number	⇨
Employment Status	⇨
Personnel area	⇨
Personnel subarea	⇨
Employee group	⇨
Employee subgroup	⇨

Additional Parameters
☐ Create detail file

6. The report displays.

Cab	Cabinet Name	Agy	Agency Name	County	Σ Home Count	Σ Work Count	Σ Both Count
54	Justice & Public Safety Cabinet	54527	Department of Corrections	Caldwell	2	0	0
54 🖳					• 2	• 0	• 0
				Caldw… 🖳••	2	0	0
54	Justice & Public Safety Cabinet	54527	Department of Corrections	Lyon	3	6	3
54 🖳					• 3	• 6	• 3
				Lyon 🖳••	3	6	3
54	Justice & Public Safety Cabinet	54527	Department of Corrections	Marshall	1	0	0
54 🖳					• 1	• 0	• 0
				Marsh… 🖳••	1	0	0
🖳					••• 6	••• 6	••• 3

7. Click the **Back** button ↩ or press **F3** to exit the report.